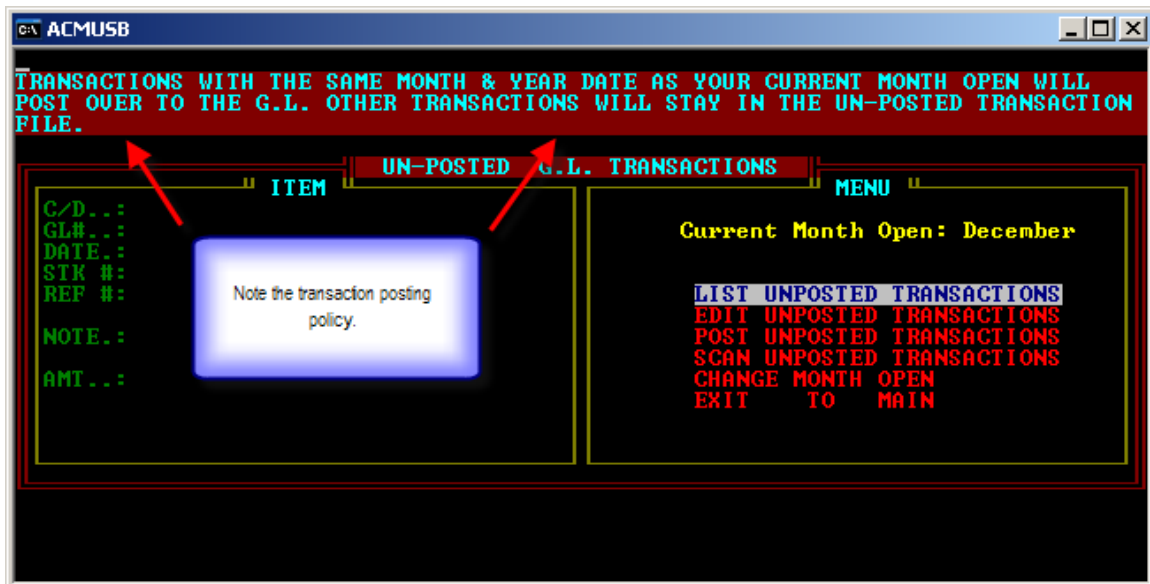
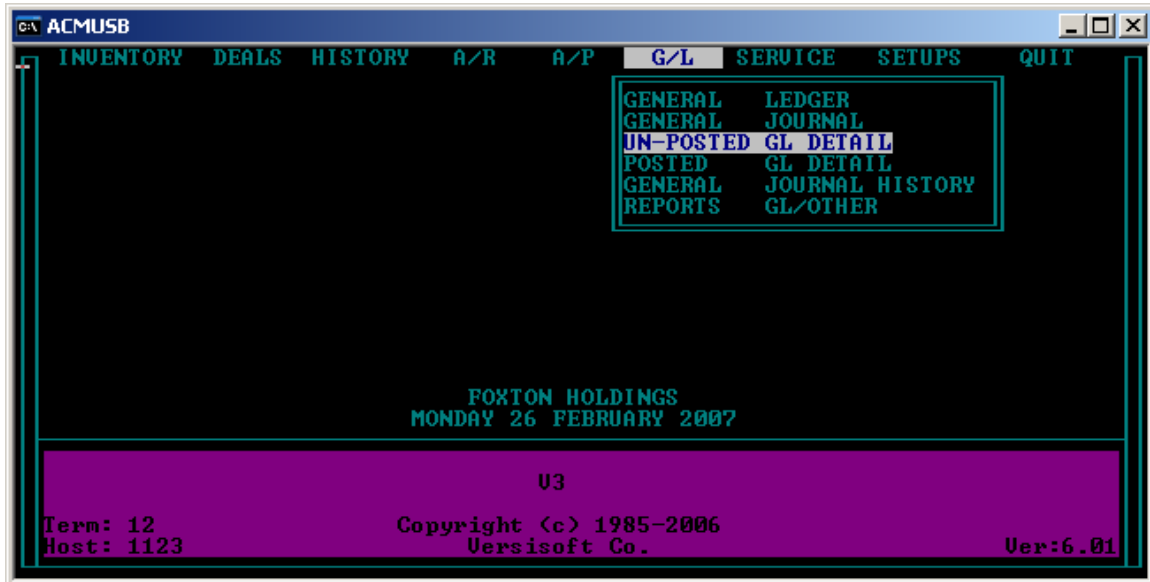




UnPosted GL Detail

All transactions from each module post to the “UnPosted GL Detail” file otherwise known as the “UnPosted Transaction File”. The transactions stay in this module until they are posted automatically when the system is logged onto the first time each day. Once they are posted the transactions are logged into the **GENERAL LEDGER** and may be viewed from the **POSTED TRANSACTION DETAIL** file.



Highlight and press enter on **LIST UNPOSTED TRANSACTIONS** to list the currently unposted transactions.

CA\ ACMUSB

TRANSACTIONS WITH THE SAME MONTH & YEAR DATE AS YOUR CURRENT MONTH OPEN WILL POST OVER TO THE G.L. OTHER TRANSACTIONS WILL STAY IN THE UN-POSTED TRANSACTION FILE.

Stkno	Date-In	G.L#	Note	(C)redit/(D)ebit Amount	
0	11/12/2005	2000	COM: CARLA	200.00	C
0	11/12/2005	7100	COM: CARLA	200.00	D
7714	11/14/2005	1010		-600.00	D
7714	11/14/2005	1170		-460.99	C
7714	11/14/2005	9999		-139.01	C
0	11/15/2005	2000	A/P: LIC	-250.00	C
0	11/15/2005	1150	A/R,A/P: LIC	-250.00	D
0	01/01/2006	7100	CHBK: UERSIDATA SYST	5000.00	D
0	01/01/2006	1021	CHBK: UERSIDATA SYST	5000.00	C
0	02/09/2006	1295	CHBK: JENNIFER DOE	200.00	D
0	02/09/2006	1020	CHBK: JENNIFER DOE	200.00	C
7714	03/01/2006	9999		100.00	C

To view the transactions from the bottom of the list or the last entered press the F6 key.

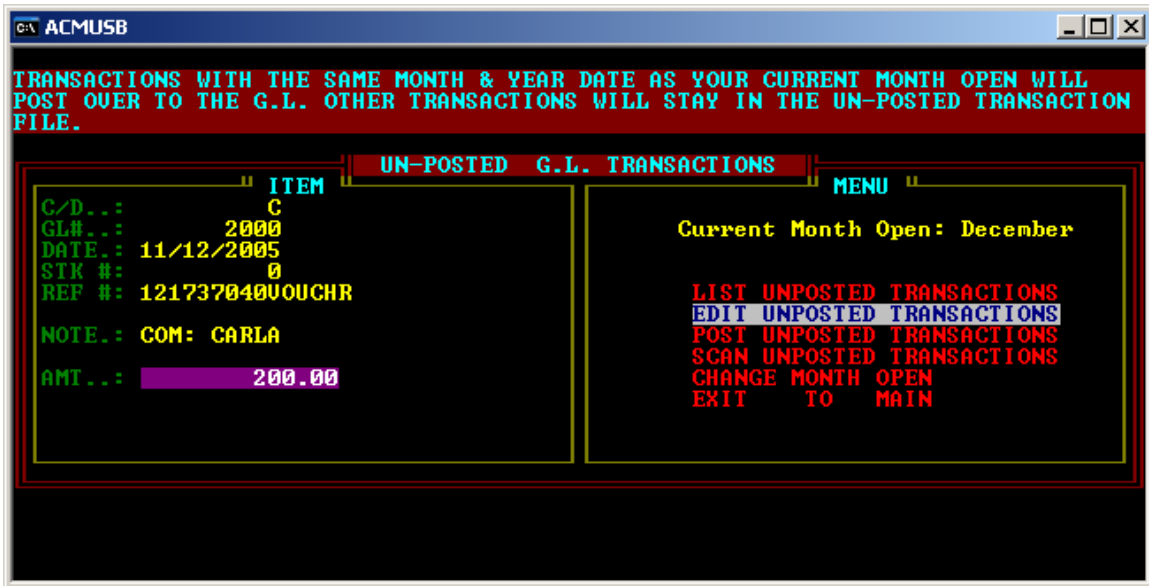
CA\ ACMUSB

TRANSACTIONS WITH THE SAME MONTH & YEAR DATE AS YOUR CURRENT MONTH OPEN WILL POST OVER TO THE G.L. OTHER TRANSACTIONS WILL STAY IN THE UN-POSTED TRANSACTION FILE.

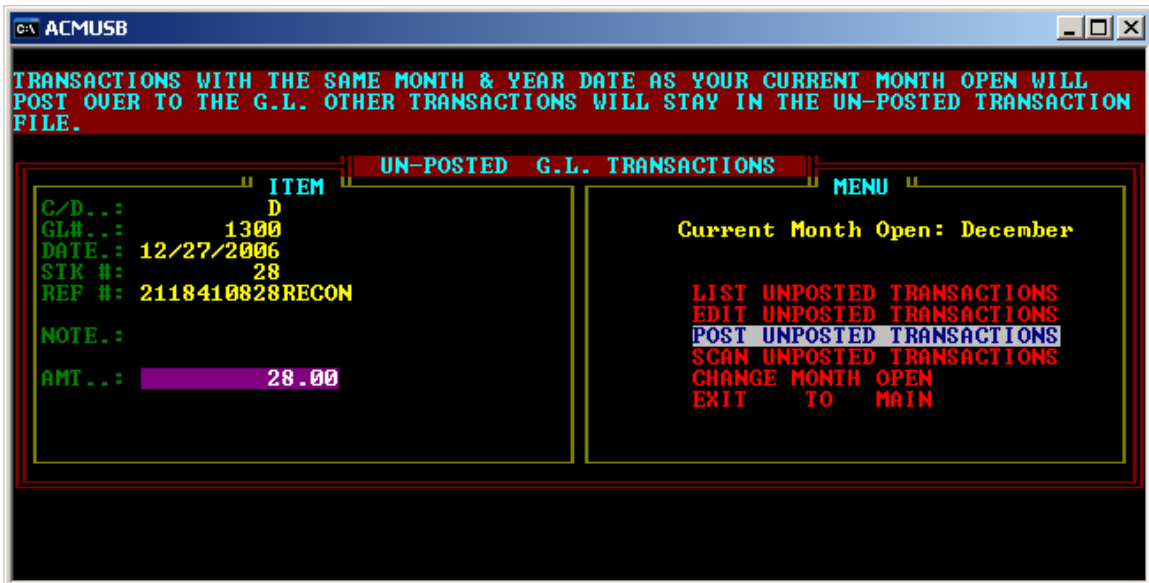
Item Move: → ← Select: ← ↵ Exit: Esc

Top Bottom Goto a Record Find a Record

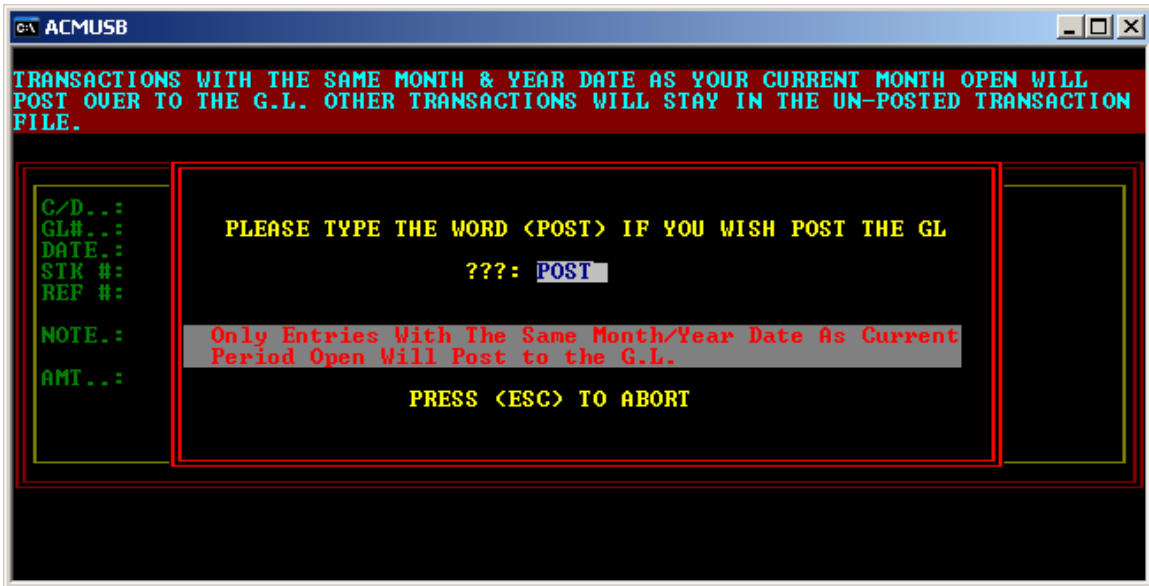
0	11/12/2005	2000	COM: CARLA	200.00	C
0	11/12/2005	7100	COM: CARLA	200.00	D
7714	11/14/2005	1010		-600.00	D
7714	11/14/2005	1170		-460.99	C
7714	11/14/2005	9999		-139.01	C
0	11/15/2005	2000	A/P: LIC	-250.00	C
0	11/15/2005	1150	A/R,A/P: LIC	-250.00	D
0	01/01/2006	7100	CHBK: UERSIDATA SYST	5000.00	D
0	01/01/2006	1021	CHBK: UERSIDATA SYST	5000.00	C
0	02/09/2006	1295	CHBK: JENNIFER DOE	200.00	D
0	02/09/2006	1020	CHBK: JENNIFER DOE	200.00	C
7714	03/01/2006	9999		100.00	C



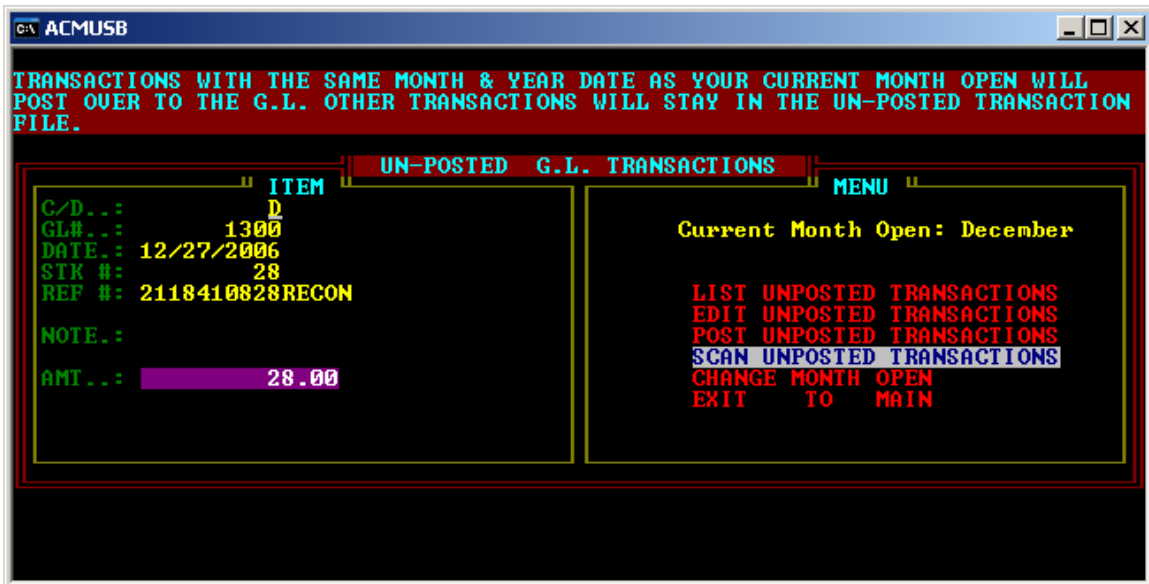
Transactions may be edited from this module but it is not the recommended procedure as there will be no trail to your changes. To **EDIT** a transaction you must first call it to the screen and then highlight and press enter on **EDIT UNPOSTED TRANSACTION**.



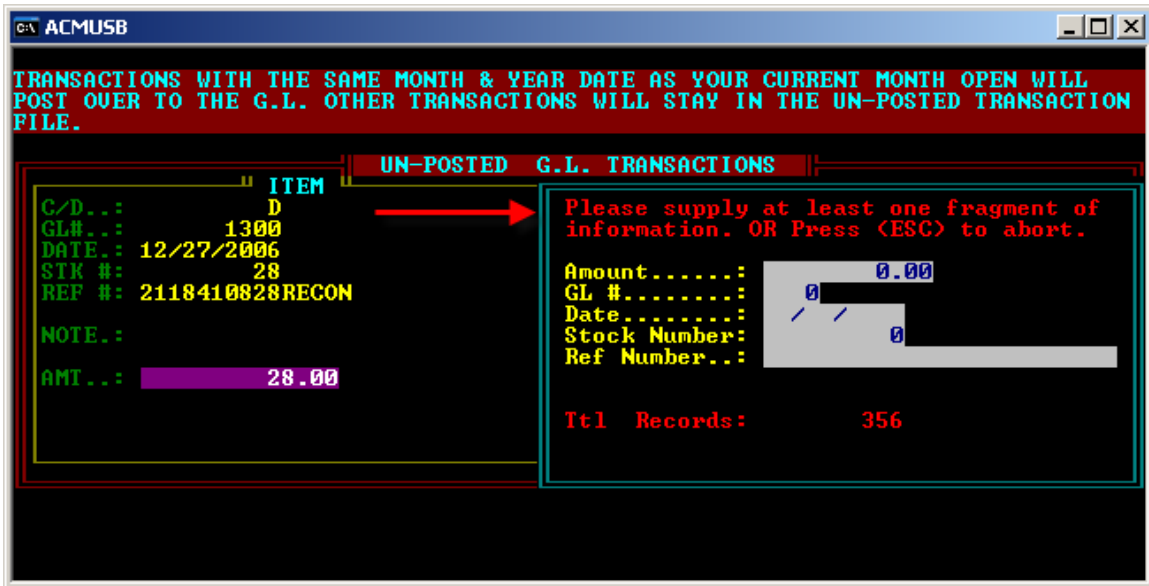
Transactions may be posted over manually for the period open at any time. To do so go to **POST UNPOSTED TRANSACTIONS** and press enter.



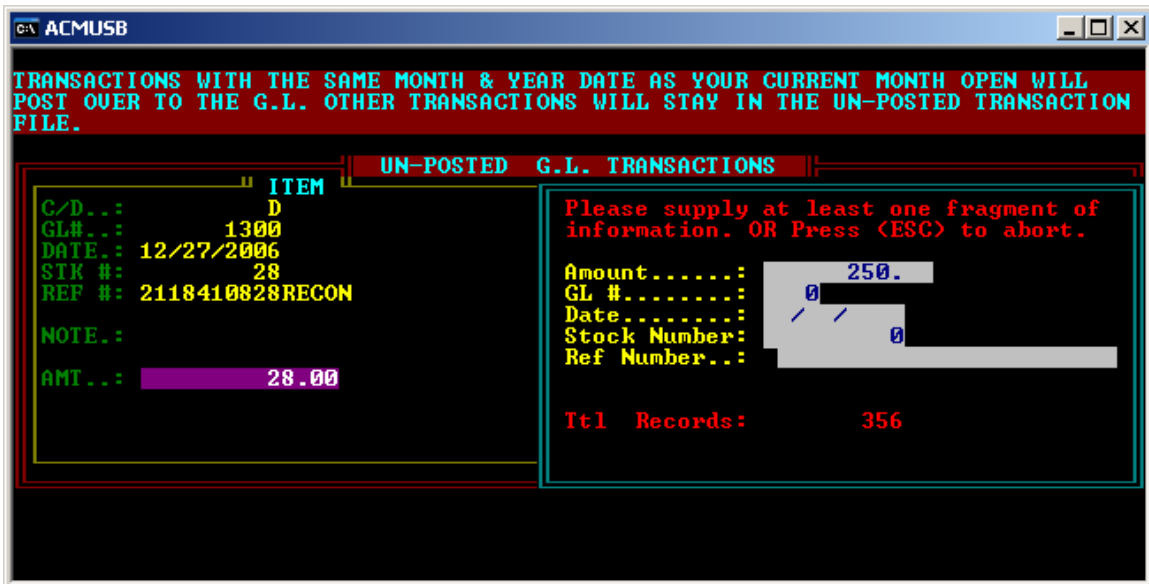
The word “**POST**” must be typed in to the field to confirm the manual posting.



You may **SCAN UNPOSTED TRANSACTIONS** to locate a specific transaction in the file.



Enter one or more of the fields to locate the transaction.



ACMUSB

TRANSACTIONS WITH THE SAME MONTH & YEAR DATE AS YOUR CURRENT MONTH OPEN WILL POST OVER TO THE G.L. OTHER TRANSACTIONS WILL STAY IN THE UN-POSTED TRANSACTION FILE.

PRESS <ENTER=OPEN> <ESC=ABORT> <ANY OTHER=CONTINUE> <C>redit/<D>ebit

Stkno	Date-In	G.L#	Ref#	Amount	
28	05/04/2006	2020	1010325028RECON	250.00	C
28	05/04/2006	1300	1010325028RECON	250.00	D
0	05/25/2006	7100	082213880ONECHK	750.00	D
0	05/25/2006	7100	082213880ONECHK	350.00	D
0	05/25/2006	1022	082213880ONECHK	1100.00	C
1692	06/22/2006	2400	084651481692INH/AR	100000.00	C
1692	06/22/2006	1170	084651481692INH/AR	100000.00	D
7	08/01/2006	2020	120052787RECON	50.00	C
7	08/01/2006	1300	120052787RECON	50.00	D
5602	08/01/2006	2000	142746345602NEWA/P	5600.00	C
5602	08/01/2006	5000	142746345602NEWA/P	5600.00	D
28	08/01/2006	2020	1451029328RECON	250.00	C

This tool is very useful when looking for one transaction.

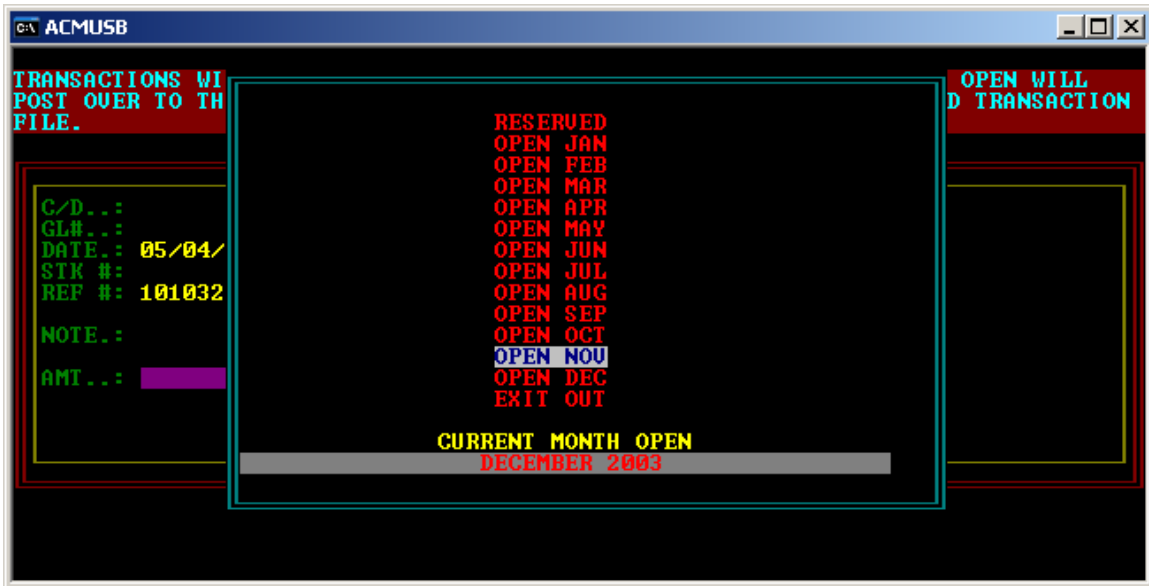
ACMUSB

TRANSACTIONS WITH THE SAME MONTH & YEAR DATE AS YOUR CURRENT MONTH OPEN WILL POST OVER TO THE G.L. OTHER TRANSACTIONS WILL STAY IN THE UN-POSTED TRANSACTION FILE.

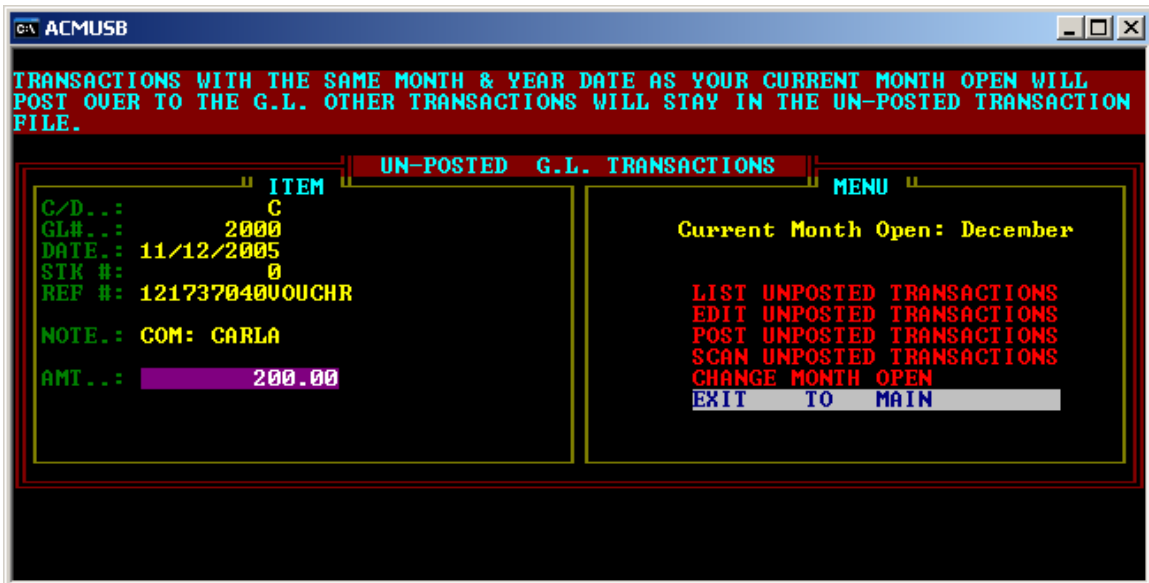
UN-POSTED G.L. TRANSACTIONS MENU

<p>ITEM</p> <p>C/D... : C</p> <p>GL#... : 2020</p> <p>DATE... : 05/04/2006</p> <p>STK # : 28</p> <p>REF # : 1010325028RECON</p> <p>NOTE... :</p> <p>AMT... : 250.00</p>	<p>Current Month Open: December</p> <p>LIST UNPOSTED TRANSACTIONS</p> <p>EDIT UNPOSTED TRANSACTIONS</p> <p>POST UNPOSTED TRANSACTIONS</p> <p>SCAN UNPOSTED TRANSACTIONS</p> <p>CHANGE MONTH OPEN</p> <p>EXIT TO MAIN</p>
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The open period or month open may be changed from here by highlighting the **CHANGE MONTH OPEN** option and press enter.



Highlight and press enter on the period to open. The transactions will not post over to the **POSTED TRANSACTION** file until they are posted manually or during the next automated posting.



EXIT TO MAIN exits to the Main Menu.

Be sure to enquire about training classes if you are not comfortable with any of the above information available the web site www.versisoft.com.

V3 software notes:
